



DEPARTMENT OF VETERANS AFFAIRS  
Washington DC 20420

Via Email: [80218/23180794@requests.muckrock.com](mailto:80218/23180794@requests.muckrock.com)

Mr. Sai  
MuckRock News  
DEPT MR 80218  
411A Highland Avenue  
Somerville, MA 02144-2516

SEP 13 2019

Re: Freedom of Information Act Tracking Number **19-11471-F**

Mr. Sai,

This letter acknowledges receipt of your Freedom of Information Act (FOIA) request to the Department of Veterans Affairs (VA) dated September 11, 2019, in which you are seeking:

- Contracts for which U.S. Department of Veterans Affairs, or any subcomponent thereof, is a signatory, particularly relating to FOIA request processing, such as software, services, contractors, etc., used by the component's FOIA office.

The FOIA Service received your request on September 11, 2019, and assigned it FOIA tracking number **19-11471-F**. Please refer to this number when communicating with the VA about this request.

Clarification is needed before we can process your request. According to our regulations, a request for records "must contain a reasonable description of the records desired so that it may be located with relative ease." Per 38 CFR, 1.554(d), the requester's description of the records sought needs to describe such records in enough detail to allow VA FOIA Officers to locate them with a "reasonable amount of effort." To the extent possible, the requester should include specific information about each record sought, such as the date, title or name, author, recipient and subject matter, etc.

In order to conduct a thorough search, please clarify what records you are seeking and what offices you wish to conduct a search.

Please contact us within 30 calendar days of the date of this communication or we will conclude that you are no longer interested in pursuing this request and will administratively close our files. Your request will be "tolled" until we receive your response to our request for clarification.

We appreciate your interest in the VA. If you have any questions concerning this letter, you may contact Jacqueline Short, of my staff at 202-632-7426.

Sincerely,

*for [Signature]*

Ms. Doloras Johnson  
Director, VACO FOIA Service  
Quality, Performance, and Risk (QPR)  
Office of Information and Technology (OIT)

